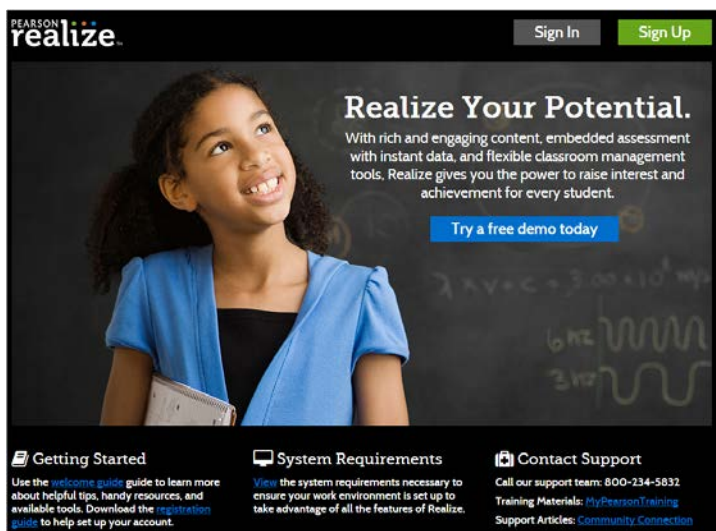


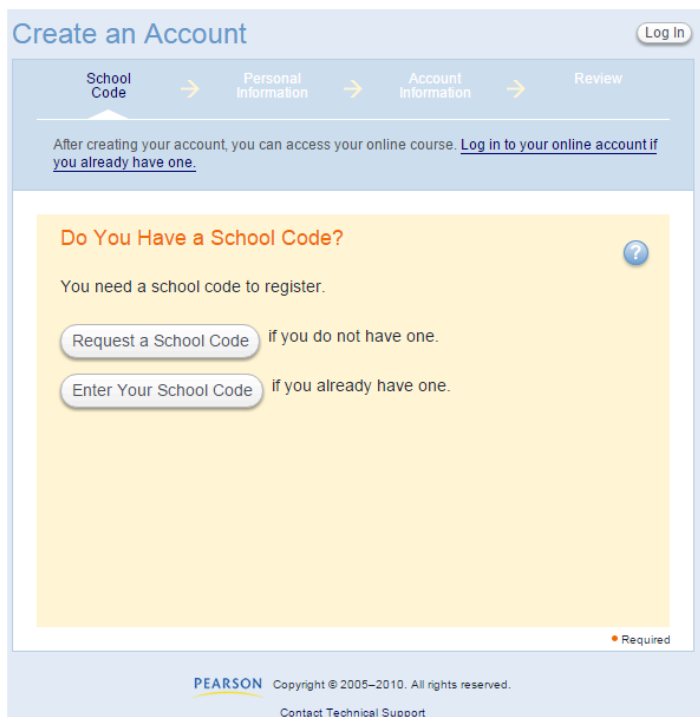
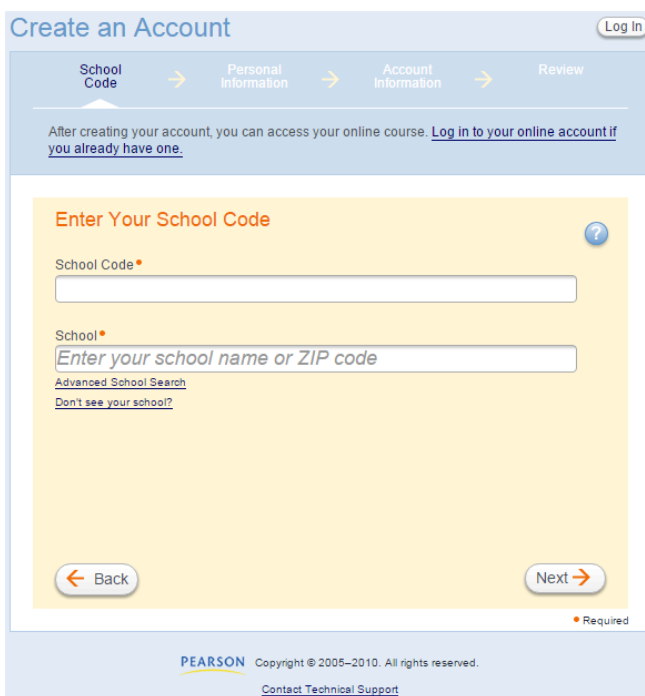
Pearson: Creating New Teacher Accounts and Creating Classes to Assign Student Digital Books (for Physical Science Honors, Biology Honors, Earth Space Science Honors, Physics, Life Science, Life Science Advanced, Physical Science, Algebra 1, Algebra 2, Geometry, US History and Career Planning, US History, US History Adv, Economics with Financial Literacy, US Government, US Government Honors)

Pearso: Create an Account:

Go to <https://www.pearsonrealize.com/#/> and click *Sign Up*.



In the next window select *Enter Your School Code*. Enter the appropriate code given in the table on the next page.

This is a screenshot of the 'Create an Account' page on the Pearson Realize website. The page has a light blue header with the title 'Create an Account' and a 'Log In' button. Below the header is a navigation bar with four steps: 'School Code', 'Personal Information', 'Account Information', and 'Review'. The 'School Code' step is currently selected. The main content area has a yellow background and contains the heading 'Do You Have a School Code?' with a question mark icon. Below this, it says 'You need a school code to register.' There are two buttons: 'Request a School Code' with the text 'if you do not have one.' and 'Enter Your School Code' with the text 'if you already have one.' At the bottom right of the yellow area is a red asterisk and the word 'Required'. The footer includes the Pearson logo, copyright information for 2005-2010, and a link to 'Contact Technical Support'.This is a screenshot of the 'Create an Account' page on the Pearson Realize website, specifically the 'Enter Your School Code' step. The page has a light blue header with the title 'Create an Account' and a 'Log In' button. Below the header is a navigation bar with four steps: 'School Code', 'Personal Information', 'Account Information', and 'Review'. The 'School Code' step is currently selected. The main content area has a yellow background and contains the heading 'Enter Your School Code' with a question mark icon. Below this, there is a text input field for 'School Code' with a red asterisk. Below that is another text input field with the placeholder text 'Enter your school name or ZIP code' and a red asterisk. Below the second input field are two links: 'Advanced School Search' and 'Don't see your school?'. At the bottom left of the yellow area is a 'Back' button with a left arrow, and at the bottom right is a 'Next' button with a right arrow. At the bottom right of the yellow area is a red asterisk and the word 'Required'. The footer includes the Pearson logo, copyright information for 2005-2010, and a link to 'Contact Technical Support'.

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School	School Code
Baker School	80-72-16
Choctawhatchee HS	65-18-89
CHOICE HS	12-64-44
Crestview HS	12-64-44
Laurel Hill School	56-19-68
Ft. Walton Beach HS	40-40-33
Niceville HS	12-64-44
Bruner MS	36-42-95
Davidson MS	62-03-41
Destin MS	32-92-53
Lewis School	78-23-67
Meigs MS	10-82-89
Okaloosa STEMM Academy	36-42-95
Pryor MS	12-64-44
Ruckel MS	92-97-88
Shoal River MS	12-64-44

Enter your personal information and click next. Then enter a username and password to complete the process.

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Create an Account

Log In

School Code

→

Personal Information

→

Account Information

→

Review

After creating your account, you can access your online course. [Log in to your online account if you already have one.](#)

Personal Information

?

First Name *

Middle Name

Last Name *

Email Address *

← Back

Next →

• Required

PEARSON

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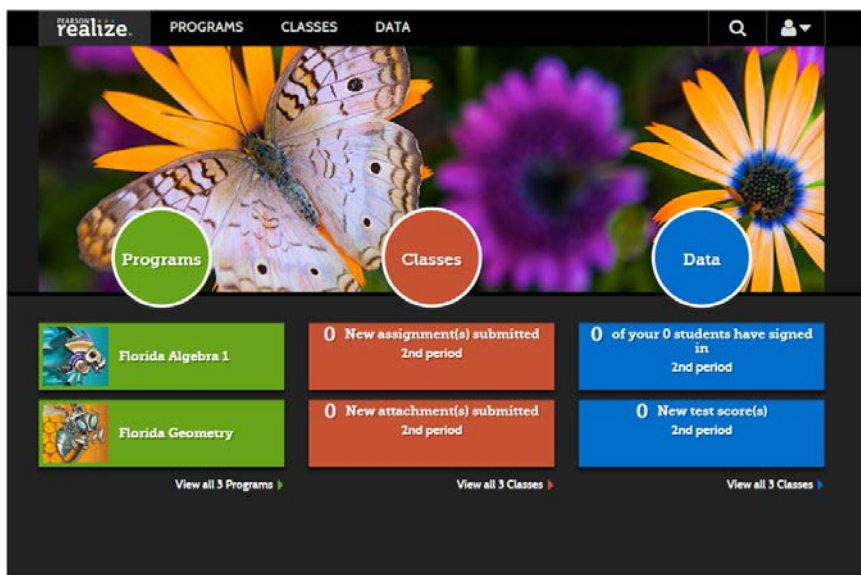
Central Technical Support

Pearson: Creating New Teacher Accounts and Creating Classes to Assign Student Digital Books (for Physical Science Honors, Biology Honors, Earth Space Science Honors, Physics, Life Science, Life Science Advanced, Physical Science, Algebra 1, Algebra 2, Geometry, US History and Career Planning, US History, US History Adv, Economics with Financial Literacy, US Government, US Government Honors)

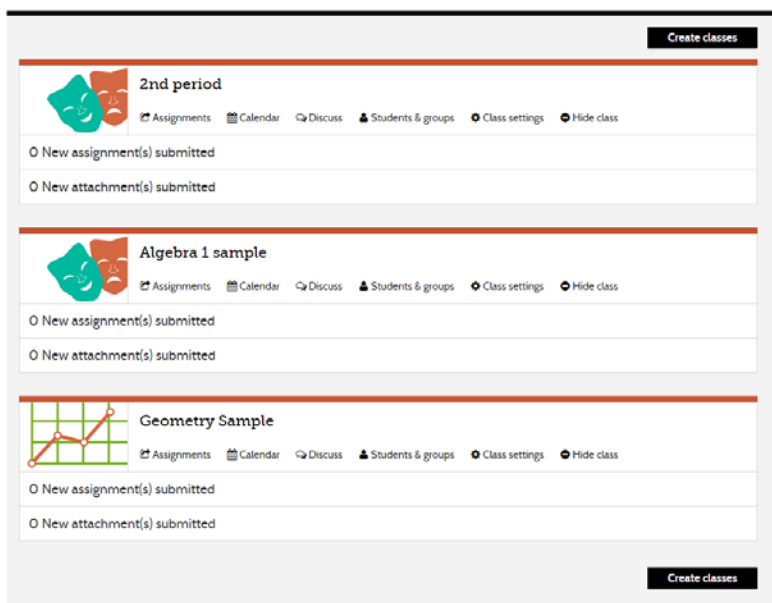
Pearson has several platforms. Users of new materials (Florida Algebra 1, Algebra 2, Geometry) should begin on the PearsonRealize.com platform. Switch to Pearsonsuccesnet.com by typing the URL: pearsonsuccesnet.com while on the PearsonRealize page. Those with older Pearson products should begin on the Pearsonsuccesnet site. One login works for both sites.

Creating classes in Pearson Realize

From the landing page click on Classes. If you have already created classes these classes will appear. Click on Students & groups to add students to the class. Or to create a new class click on Create Class.



Select a Class



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If creating a new class follow the steps as shown in the image below. When on Step 3 you should be able to type in the last name of a student and select from a list of available students.

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13 Completed

2 In Progress

0 Not Started

Create Classes

Classes give students access to their own accounts. After you create your class(es) on this page, you can go to your programs and find assignments to give to your students, check the status of those assignments, create groups within your class(es), and even use your class calendars to plan what's next.

Create a new class

Save

1. Create a class

Class name

Name your class

Institution

NICEVILLE HIGH SCHOOL

Class picture

2. Pick programs

Choose the programs you would like your students to have access to for this class. Once you add your students in the next step, you will not be able to change your program selections.

☐ Florida Algebra 2
 ☐ Florida Geometry

☐ Florida Algebra 1

3. Add students to class

Hide tips for adding students

Student names

- Add new students by entering their 'last name, first name'.
- Enter first letter of last name. Names of students already enrolled in Realize will appear in a drop-down list that you can scroll and select. Create a new student account if student is not on the list.

User names

- Use at least one character.
- Upper or lower case is OK - user names are not case-sensitive.
- You can use letters, numbers, periods, @, and underscores.
- User names must be unique - two students can't have the same user name.

Passwords

- Use at least 8 characters with no spaces.
- Must include at least one letter and one number or special character.
- Passwords are case-sensitive.
- A student's password can't be similar to his/her first or last name or user name.

Student name

Username

Password

☐ Hide password text

Adding students to an existing class

6

Pearson: Creating New Teacher Accounts and Creating Classes to Assign Student Digital Books (for Physical Science Honors, Biology Honors, Earth Space Science Honors, Physics, Life Science, Life Science Advanced, Physical Science, Algebra 1, Algebra 2, Geometry, US History and Career Planning, US History, US History Adv, Economics with Financial Literacy, US Government, US Government Honors)

The screenshot shows the Pearson Realize interface. At the top, there's a navigation bar with 'PROGRAMS', 'CLASSES', and 'DATA'. Below this, the 'Algebra 1 sample' dropdown is selected. The 'Students & Groups' tab is active. A student entry for 'Donald, D | donaldd123' is shown with options to 'Edit name', 'Reset password', and 'Remove'. Buttons for 'Show groups' and 'Add a student to class' are also visible.

Type in the last name of a student. Students in the system with that last name will appear. Add the student by clicking on the box containing the name and username.

The screenshot shows the 'Add student' dialog box. It has fields for 'Student name', 'Username', and 'Password'. A search for 'williams' is shown in the 'Student name' field, resulting in a list of suggestions: 'Name: Williams, Brandon, Username: w.bran, Created on: 11/14/2013' and 'Name: WILLIAMS, BRANDON, Username: 4644030403, Created on: 08/27/2014'. The 'Done' button is highlighted.

Once classes are created, switch to Pearsonsuccesnet following the instructions at the top of this document to view a class roster. See below for

Adding new students not in the existing Database:

You can add students who are not in the database to your class, but be sure to use the proper username and password convention.

Username: student number **Password:** OCSD followed by two digits for birth month then two digits for birthday (example: OCSD0524 for birthday May 24).

Creating a Class or Group Via Successnet:

Classes and groups are the building blocks of SuccessNet. After you have [registered](#) and [logged in](#) using your user name and password, you must create classes or groups.

To create a class or group:

1. On your home page, click **Go to Class/Group Management**, then click **Create a class**.

-or-

On your top navigation menu, select **Classes**, then click **Build a new class**. The Enter Class/Group Details page appears.

2. In the **Class/Group name** field, type the name of the class or group. This is a required field.
3. In the **Period number** field, type the class period.
4. In the **Section ID** field, type the class section.
5. Select the available products that are associated with this class or group.
6. Click **Save**. The new class or group appears in the class list on the My Classes and Groups page.
7. Click **Create a class/group** to add another class or group to the list.

The My Classes and Groups table has the following columns:

- **Class/Group Name** - Click a linked name to view or edit class or group [details](#).
- **Assignments** - Click **view** to view and manage the [assignments](#) you have created for your students.
- **Reports** - Click **view** to generate classroom test [reports](#).
- **Notices** - Click **view** to view a list of all [notices](#) you sent to your students.
- **Roster** - Click **view** to view your class [roster](#).

Viewing a Class Roster

After you have created a class, you can create, view, and edit the details of the class roster on the Class/Group Roster page.

Use the Class/Group Roster page to print a parent letter, remove a student from a class roster, [edit the roster](#), [add a student to the class/group](#), [add a student from a school roster](#), and [upload a roster](#).

To view a class roster:

1. On your home page, click **Go to Class/Group Management**.

-or-

On your top navigation menu, select **Classes** and then click **Manage classes**. The My Classes and Groups page appears.

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2. In the **Roster** column, click **View** for the class roster you want to view. The Class/Group Roster page appears.
3. In the class/group list, select a class.
4. To view both current and expired classes in the class/group list, click the **Include expired classes/groups** check box.